
U.S. Army Engineering & Support Center, Huntsville

Commander's

Safety Management Action Plan

FY05 and FY06

Revision 0

Date: 30 September 2004

U.S. Army Engineering and Support Center, Huntsville

Commander's Safety Management Action Plan (SMAP)

FY 05 - FY06

1. Background:

a. The President has directed a Safety, Health and Return-to-Employment (SHARE) initiative for civilian employees. The purpose of the initiative is to reduce losses associated with on-the-job accident and illness. It has four primary goals: lower workplace injury and illness case rates, lower lost-time injury and illness case rates, increase timely reporting of injuries and illnesses, and lower lost days resulting from work injuries and illnesses. The Secretary of Defense has endorsed this initiative and has challenged DOD components to reduce their mishap and accident rates by 50% over the next two fiscal years.

b. To meet the President's SHARE initiative, the USACE Commanding General has set challenging goals to reduce mishaps with the overall objective to lower accident rates over the next two years across the Corps. The goals are: FY 05 USACE Civilian Employee goal is 1.10 or less and the FY 06 goal is 1.05 or less. The FY 05 Contractor target goal is 0.58 or less and for FY 06 the goal is 0.54. These rates are based on the formula: number of accidents multiplied by 200,000 hours divided by number of hours worked.

2. My Intent:

- a. To ensure all employees have a safe and healthful work environment.
- b. For employees to be safe at work and at home.
- c. To continue promoting a proactive safety culture where every HNC employee is empowered to stop unsafe or unhealthy acts.
- d. To meet or exceed the established USACE goals as follows:
 - (1) Civilian Employee accident rate of 1.0 or less for FY 05 and 0.95 for FY 06.
 - (2) Contractor accident rate will be 0.58 or less and for FY 06 the goal is 0.54.
- e. To ensure all accidents are reported, investigated, analyzed and a corrective action plan (CAP) developed and implemented to prevent reoccurrence and share accident "lessons learned" with the workforce and USACE.

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3. Delegation of Authority: To manage this SMAP, I designate the Deputy Commander and the Deputy for Programs and Technical Management to serve as co-chairpersons to execute the requirements contained in this plan. The co-chairpersons will use the Safety and Occupational Health Manager and the Safety and Occupational Health Advisor Council (SOHAC) in an advisory role for the SMAP.

4. Responsibilities:

a. Public Affairs Office: Assist leaders in the development, communication, and publicity of appropriate safety and health related key themes, messages, and achievements. Recognize positive achievements and lessons learned consistent with Center policy.

b. Contracting Directorate:

(1) Ensure applicable safety and health clauses are incorporated into HNC contracts.

(2) Ensure safety contract deliverables such as Accident Prevention Plans (APP), Abbreviated Accident Prevention Plans (AAPP), and/or Activity Hazard Analyses (AHA) are reviewed and accepted by the HNC Safety Office prior to the Contracting Officer (KO) giving a Notice to Proceed (NTP) or issuing a task order against an existing contract.

(3) Ensure Standing Operating Procedure (SOP) SOH-385-002, for Accident Prevention Plans (APP) And Abbreviated Accident Prevention Plans (AAPP) Including Activity Hazard Analysis Requirements and Accident and Exposure Hour Reporting, Rev 0 dated 18 October 2004, is followed. The SOP may be viewed at:

<https://hnc-ws-intra.hnd.usace.army.mil/SAFETY/index.asp>

(4) Ensure appropriate USAESCH contracts contain requirements for monthly exposure hour reporting and accident reporting guidelines. To achieve this requirement, each contractor's APP must specify the timeframes the reports are to be submitted and identify that both the USAESCH KO and Safety and Occupational Health Office will receive the reports, consistent with USACE and USAESCH requirements.

(5) Ensure Standing Operating Procedure (SOP) SOH-385-001, Accident Reporting Procedure For Government Civilians, Contractors, and Military Personnel, Rev 0 dated 18 October 2004, is followed. The SOP may be viewed at:

<https://hnc-ws-intra.hnd.usace.army.mil/SAFETY/index.asp>

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c. Project Managers:

(1) Ensure each project's Project Management Plan (PMP) clearly delineates the HNC Safety Office as the responsible organization for reviewing contract safety submittals.

(2) Ensure each project's PMP clearly addresses the safety oversight responsibilities. This oversight requirement is necessary to assess HNC contractor's implementation and adherence to each project's accepted safety plan.

(3) Ensure safety oversight of fieldwork is being performed by qualified personnel who are trained in Corps safety and occupational health requirements.

(4) Assure safety contract deliverables such as APPs, AAPPs, and/or AHAs are reviewed and accepted by the HNC Safety Office prior to fieldwork starting.

(5) Follow the APP/AAPP and AHA requirements contained in Standing Operating Procedure (SOP) SOH-385-002, Accident Prevention Plans (APP) and Abbreviated Accident Prevention Plans (AAPP) including Activity Hazard Analysis Requirements and Accident and Exposure Hour Reporting, Rev 0 dated 18 October 2004. See website address in 4b above to view SOP.

(6) Follow the accident reporting requirements contained in Standing Operating Procedure (SOP) SOH-385-001, Accident Reporting Procedure For Government Civilians, Contractors, and Military Personnel, Rev 0 dated 18 October 2004. See website address in 4b above to view SOP.

d. Logistics Office: Ensure hazardous conditions identified or safety and health concerns reported regarding building maintenance are abated and/or corrected in a timely manner.

e. Directors, Office Chiefs, Supervisors and Team Leaders:

(1) Encourage a proactive safety culture in the workplace through personal example.

(2) Incorporate a safety and health performance objective in both their and their subordinates' standards to support the Center's safety programs.

(3) Actively support the Center's Safety policies, regulations, and procedures.

(4) Support the Center's Safety Program, safety initiatives and/or programs identified by the Safety and Occupational Health Advisory Council to reduce accidents in the workplace.

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(5) Celebrate safety and health success and where appropriate include safety talking points and vignettes in various gatherings, e.g., site visits, division or branch meetings.

(6) Develop a position hazard analysis (PHA) for each position.

(a) A PHA shall be prepared, updated as necessary, and documented by the supervisor of each USAESCH position as warranted by the hazards associated with the position's task.

(b) A standard PHA may be developed for use by groups, i.e., a single job series or a combination of job series, who perform repetitive office/administrative tasks where the primary hazards are ergonomic, slips, trips and falls, general office safety, lighting, light lifting and carrying, and indoor air quality.

(c) Ensure training identified as a part of the PHA process receives an appropriate priority.

(d) Encourage employees to assist in the development of the PHA.

(e) Supervisors are required to discuss the PHA with the employee during the employee's annual performance evaluation.

(f) For new hires, supervisors are required to discuss the PHA developed for their position as a part of the new employee orientation as shown on the New Employee Orientation In-processing Checklist. After the initial discussion the PHA should be reviewed with the employee during the employee's annual performance evaluation.

(7) Celebrate the safety accomplishments of employees and contractors alike.

(8) Select active, high visibility, long term project work sites to be inspected as necessary, to ensure safety and health programs and procedures are established, implemented, and are being followed. Either the Project Team or the Safety Office will perform these inspections.

(9) Periodically inspect working areas for safety and health hazards and take action to have hazards corrected such as submitting work orders to LM for correction.

(10) Investigate and analyze accidents and develop and implement a corrective action plan (CAP) to prevent reoccurrence.

(11) Share safety "lessons learned" within the organization.

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(12) Follow the accident reporting requirements contained in Standing Operating Procedure (SOP) SOH-385-001, Accident Reporting Procedure For Government Civilians, Contractors, and Military Personnel, Rev 0 dated 18 October 2004. See website address in 4b above to view SOP.

f. Center Employees:

- (1) Actively engage and promote a proactive safety culture.
- (2) Empowered to immediately stop unsafe or unhealthful acts.
- (3) Immediately report injuries or illness to Supervisor.
- (4) Promptly reporting unsafe or unhealthful conditions to Supervisor.
- (5) Readily support and follow the PHA developed for their job series or work task.
- (6) Participate in various safety-training sessions offered throughout the year.
- (7) Actively foster and embrace performance objective contained in performance standards in supporting the Center's safety programs.

(8) Follow the accident reporting requirements contained in Standing Operating Procedure (SOP) SOH-385-001, Accident Reporting Procedure For Government Civilians, Contractors, and Military Personnel, Rev 0 dated 18 October 2004. See website address in 4b above to view SOP.

g. Safety Office:

(1) Review and accept APPs, AAPPs, and AHAs in accordance with USACE requirements contained in EM 385-1-1, Corps Safety and Health Requirements Manual and in accordance with USAESCH Standing Operating Procedure (SOP) SOH-385-002, Accident Prevention Plans (APP) And Abbreviated Accident Prevention Plans (AAPP) Including Activity Hazard Analysis Requirements and Accident and Exposure Hour Reporting, Rev 0 dated 18 October 2004. See website address in 4b above to view SOP.

(2) Provide safety training to employees and tailor training to correlate with accident experience.

(3) Provide training on proper PHA development during the 1st quarter FY 05 and periodic refresher training as appropriate.

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- (4) Monitor and record civilian employee and contractor accident experience.
- (5) Assist Directors, Supervisors, and employees regarding safety program elements and this SMAP as required.
- (6) Perform annual Standard Army Safety and Occupational Health Inspections (SASOHIs) of all HNC work areas.
- (7) Arrange for SOHAC meetings and coordinate with the SOHAC team members in providing advice or assistance to the SMAP co-chairpersons.
- (8) Review submitted PHA's for completeness and appropriateness.

A handwritten signature in dark ink, appearing to read 'John D. Rivenburgh', is positioned above the printed name.

JOHN D. RIVENBURGH
Colonel, Corps of Engineers
Commanding